



CANNON BUILDING  
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**STATE OF DELAWARE**  
**MANUFACTURED HOME INSTALLATION BOARD**

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PUBLIC MEETING MINUTES:	<b>The Manufactured Home Installation Board</b>
MEETING DATE AND TIME:	<b>Monday, November 18, 2013 at 9:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room A</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	January 13, 2014

**MEMBERS PRESENT**

Keith Rudy, President  
Richard Snyder, Vice President  
Leslie Persans, Secretary  
Kevin Reinike, Professional Member  
Dean Pierson, Professional Member  
John Starke, Professional Member  
Valerie Lacey, Public Member  
Margaret Harper, Public Member  
Barbara Williams, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT**

Sandra Wagner, Administrative Specialist III  
Kevin Maloney, Deputy Attorney General

**MEMBER ABSENT**

**ALSO PRESENT**

Jennifer Allen, FSMHA  
Gina Schulties, Inspection and Enforcement

**CALL TO ORDER**

Mr. Rudy called the meeting to order at 9:00 a.m.

**REVIEW OF MEETING MINUTES**

The Board reviewed the minutes of the August 26, 2013 meeting. Mr. Reinike made a motion, seconded by Mr. Starke to approve the minutes. By unanimous vote, the motion carried.

## **UNFINISHED BUSINESS**

There was no unfinished business in November.

## **NEW BUSINESS**

### **Discussion and Review of Hearing Officer Recommendations**

Bruce Fisher – The Board members reviewed the Rule to Show Cause Recommendations from the Hearing Officer with Mr. Maloney describing the sanctions. After discussion, Ms. Persans made a motion, seconded by Mr. Snyder, to accept and approve the recommendation from the Hearing Officer for Mr. Fisher. By unanimous vote, the motion carried.

Halder Garcia – The Board members reviewed the Rule to Show Cause Recommendations from the Hearing Officer with Mr. Maloney describing the sanctions. After discussion, Ms. Persans made a motion, seconded by Ms. Williams, to accept and approve the recommendation from the Hearing Officer for 30 day suspension of Mr. Garcia's license with an amendment of a 2,500 fine to be paid within 30 days and only after fine is paid, proof of continuing education, bond, and insurance documentation is received by the Board office within the 30 days will Mr. Garcia's license be placed back to active status. By unanimous vote, the motion carried.

Robert Coleman – The Board members reviewed the Rule to Show Cause Recommendations from the Hearing Officer with Mr. Maloney describing the sanctions. After discussion, Ms. Persans made a motion, seconded by Ms. Williams, to accept and approve the recommendation from the Hearing Officer for Mr. Coleman, with an amendment to item one on the recommendation to list current documentation to be submitted to the Board office. By unanimous vote, the motion carried.

### **Review Continuing Education Course Outline**

The Board reviewed and discussed the outline from Mr. Porter submitted by Jennifer Allen from FSMHA. Ms. Persans made a motion, seconded by Mr. Snyder, to accept and approved the outline for continuing education for the Board of Manufactured Home Installation. By unanimous vote, the motion carried.

### **Discussion of Next Year's Schedule for Meetings**

Mr. Snyder made a motion, seconded by Ms. Harper, to approve the meeting schedule as submitted noted that the schedule is subject to change. By unanimous vote, the motion carried.

### **Review of Robert Shanefelter's Documentation from Audit**

The Board reviewed the audit information that Mr. Shanefelter submitted to show that he met the requirement for the 2010-2012 audit period. Ms. Persans made a motion, seconded by Mr. Reinike, to approve Mr. Shanefelter's audit. By unanimous vote, the motion carried.

## **OTHER BUSINESS BEFORE THE BOARD (for discussion only)**

Mr. Rudy asked the Board and Ms. Allen if they knew of any structural engineers that he could give as a reference because of the phones calls he has been receiving asking if he could recommend someone for Manufactured Homes. Ms. Persans said that at the county that they just offer customers that ask for structural engineers to look in the yellow pages. Ms. Allen stated that she doesn't currently have a list of structural engineers as she also gets calls about engineers as well. Ms. Allen will look into having a list on hand to offer to customers calling and asking for structural engineers.

### **PUBLIC COMMENT**

Ms. Allen stated that she attended the National Meeting. One of the discussion items at the meeting was about continuing education and maybe looking for opportunities to have more CE given by someone other than Mr. Porter. Mr. Porter is currently the only Continuing Education provider/instructor nationally.

Ms. Allen would love to have a top ten list of what could be wrong on a home set as something that is added to the continuing education.

The Board thought that this sounded like a good idea to look into.

### **NEXT SCHEDULED MEETING**

Mr. Snyder made a motion, seconded by Ms. Persans, to strike through the next meeting date showing on the agenda as December 12, 2013. By unanimous vote, the motion carried.

The next meeting is scheduled for Monday, January 13, 2014, at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

### **ADJOURNMENT**

There being no further business, Mr. Snyder made a motion, seconded by Mr. Reinike, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 10:30 a.m.

Respectfully submitted,



Sandra Wagner  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*